



U.S. DEPARTMENT OF STATE

CALL FOR PROPOSALS SMALL GRANTS PROGRAM

U.S. EMBASSY PORT OF SPAIN

Funding Opportunity Title: **Trinidad and Tobago Small Grants Program**
CFDA Number: 19.040 – Public Diplomacy Programs
Contact: Stephen Weeks, Public Affairs Officer, U.S. Embassy Port of Spain
Email: ptspas@state.gov

Section I: Funding Opportunity Description

The U.S. Embassy in Port of Spain seeks to fund creative and, sustainable projects that promote human rights, civilian security, youth outreach, entrepreneurship and good governance, while furthering people-to-people and institutional ties between the United States and Trinidad and Tobago. The Embassy invites organizations to submit grant proposals through its Public Affairs Small Grants Program. Each project must contribute to societal and/or institutional growth in Trinidad and Tobago.

Section II: Trinidad and Tobago Small Grants Program

Proposals can include, but are not limited to: projects, seminars, conferences, workshops, cultural programs, exhibitions and, outreach campaigns. Proposals should have: a U.S. element; an outreach component using press and social media; a detailed and feasible monitoring and evaluation plan; and show sustainability of the project after funding has ended.

Proposals should address one of the following issues:

- 1) *Governance and Human Rights*: Improving respect for human rights by promoting inclusion of different ethnic groups, persons with disabilities, women and girls, the LGBT community, and others who might feel excluded from society.
- 2) *Citizen Security*: Addressing the needs of at-risk youth, particularly in underserved communities, and providing them with tools they need to improve their lives and communities.
- 3) *Economic Growth*: Encouraging entrepreneurship through innovative and sustainable development projects.

The maximum amount per award for each proposal is US\$10,000. The U.S. Embassy Port of Spain reserves the right to award less or more than that requested by the applicant. Grant proposals with budgets less than \$10,000 will receive special attention.

Section III: Eligibility

Proposals from non-profits and/or NGOs, academic institutions, and social enterprises with offices headquartered in Trinidad and Tobago will be given preference. Please note that we will also accept applicants from U.S.-based institutions, they must show they are partnered with/or have already obtained on-the-ground support of a local organization.

Section IV: Application Submission Guidelines

Proposals **must not exceed 6 pages total and must include the following:**

1. *Project Summary:* Why do you want this funding? Describe your project.
2. *Duration:* Expected Start Date and End Date, not to exceed one year.
3. *Objectives:* What are the key milestones and/or events you wish to accomplish.
4. *Organizational capacity:* What experience does your organization have in carrying out the proposed events/ project?
5. *Key Personnel:* Who is going to be in charge of administering this project? What similar or useful experience does he/she have that will be drawn upon in carrying out this project?
6. *Monitoring and Evaluation:* What does success look like for your project? Name 3 activities or indicators that, if reached, would mean that your project was effective. How do you plan to measure your success? A guide can be found at:
<http://trinidad.usembassy.gov/grantproposals.html>
7. *Budget:* Provide a detailed budget of costs associated with the project. All amounts must be stated in U.S. Dollars.
8. *Contact details:* Contact person name and email, organization phone and address.
9. *Risk Assessment:* A risk assessment form must also be attached with your proposal. It can be found at: <http://trinidad.usembassy.gov/grantproposals.html>

Please note that grants CANNOT be used to fund religious organizations or partisan political activity; individual trips abroad; for-profit trade activities; fundraising campaigns; commercial projects; scientific research; projects whose primary aim is the institutional development of the organization; ongoing operational expenses and infrastructure.

Applicants must submit concept papers **ELECTRONICALLY ONLY** using ptspas@state.gov.

Only applicants whose proposals have been selected for award will be contacted.

SECTION V: Requirements of Approved Grantees

- Must show proof of a registered DUNS number for their organization ([Click here to request your D-U-N-S Number via the Web](#)). This is not required for individuals.
- Must supply the Embassy Point of Contact (POC) with quarterly progress and financial status reports, in format specified by Embassy.
- United States Embassy Port of Spain logos must be displayed on any items or at any events produced as a result of sponsored projects.
- All proposals will be subject to the standard Terms and Conditions of Department of State grants. See <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx> for more information.

Disclaimer

If a proposal is selected for funding, the U.S. Embassy has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the discretion of the U.S. Embassy.

Proposals exceeding the page limit will be judged on the information contained in the first 6 pages only.